

Accounting

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C 4th

MEMORANDUM FOR: Chief, Finance Division

SUBJECT : Finance Training for Administrative
Type Personnel

REFERENCE : Finance Division Memorandum to Director of
Training, dated 17 October 1956, same subject

1. I agree with your observations and the recommendation that the Office of Training develop a training program for employees who are to be assigned to positions in Class B stations. However, may I urge that you continue to provide the fine support which you have been giving through your Finance Division Course until such time as the Director of Training establishes substitute facilities.

2. I consider your practical approach through an "on the job training" situation to be ideal. It would appear to me to be highly desirable to continue such an approach by including a similar teaching technique in the proposed Office of Training Course.

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Class. Changed to: TS S C
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Special Support Assistant
to the
Deputy Director (Support)

cc:

C/CSTC
SA-DD/S